U.S. Department of Justice   OMB No. 1121-0329

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 Internet Crimes Against Children Task Force Continuation Program. This program furthers the Department's mission by helping state and local law enforcement agencies develop effective responses to online enticement of children by sexual predators, child exploitation, and child obscenity and pornography cases.

OJJDP FY 2011 Internet Crimes Against Children Task Force Continuations Program

Eligibility

Applicants are limited to state and local law enforcement and prosecutorial agencies currently receiving funds under OJJDP FY 2010 Internet Crimes Against Children Task Force Continuation Program and who have been invited to apply under this solicitation. OJJDP will not accept applications from applicants who are not currently receiving funds under the ICAC Task Force Program. (See "Eligibility," page 3.)

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How To Apply," page 7.) All applications are due by 11: 59 p.m. Eastern Time on February 3, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov. GMS Support Hotline hours of operation are Monday-Friday, 6:00 a.m. to midnight Eastern Time, except for federal holidays.

For assistance with any other requirements of this solicitation, contact your assigned OJJDP Program Manager: Christopher Holloway at 202-305-9838 or christopher.holloway@usdoj.gov; Jeffrey Gersh at 202-514-5535 or jeffrey.gersh@usdoj.gov; Amy Staubs at 202-307-5762 or amy.staubs@usdoj.gov; or Will Bronson at 202-305-2427 or willie.bronson@usdoj.gov.

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OJJDP FY 2011 Internet Crimes Against Children Task Force Continuations Program
(CFDA # 16.543)

Overview

Pursuant to the PROTECT Our Children Act of 2008 (Public Law 110-401, hereafter, the PROTECT Act), the Internet Crimes Against Children (ICAC) Task Force Program seeks to maintain and expand state and regional ICAC task forces to address technology-facilitated child exploitation. These task forces work collaboratively as a national network of law enforcement and prosecutorial agencies that prevent, interdict in, and investigate Internet crimes against children. The program requires existing task forces to develop multijurisdictional, multiagency responses to such offenses by providing funding and other support to state and local law enforcement agencies as a means to help them acquire the necessary knowledge, personnel, and equipment.

Deadlines: Registration and Application

Registration with GMS is required prior to application. The deadline to register in GMS is 11: 59 p.m. Eastern Time, on February 2, 2011 and the deadline to apply for funding is 11:59 p.m. Eastern Time on February 3, 2011. See "How To Apply," page 8, for details.

Eligibility

Applicants are limited to state and local law enforcement and prosecutorial agencies currently receiving funds under OJJDP FY 2010 Internet Crimes Against Children Task Force Continuation program and who have been invited to apply under this solicitation. OJJDP will not accept applications from applicants who are not currently receiving funds under the ICAC Task Force Program.

Program-Specific Information

Purpose

The ICAC Task Force Program supports a national network of 61 multiagency, multijurisdictional task forces engaged in investigations, forensic examinations, and prosecutions related to Internet crimes against children. Additionally, the task forces provide forensic and investigative technical assistance to law enforcement and prosecutorial officials, as well as community education information to parents, educators, prosecutors, law enforcement, and others concerned with child victimization.

As provided for in Section 103 of the PROTECT Act, ICAC task forces shall be dedicated to the following:

- increasing the investigative capabilities of state and local law enforcement officers in the detection and investigation of Internet crimes against children offenses, including technology-facilitated child exploitation offenses, and the apprehension of offenders.

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- conducting proactive and reactive investigations.

- providing training and technical assistance to ICAC task forces and other federal, state, and local law enforcement agencies in the areas of investigations, forensics, prosecution, community outreach, and capacity-building using recognized experts to assist in the development and delivery of training programs.

- increasing the number of Internet crimes against children offenses being investigated and prosecuted in both federal and state courts.

- creating a multiagency task force response to Internet crimes against children offenses within each state.

- participating in the Department of Justice's Project Safe Childhood initiative, the purpose of which is to combat technology-facilitated sexual exploitation crimes against children.

- enhancing nationwide responses to Internet crimes against children offenses, including assisting other ICAC task forces, as well as other federal, state, and local agencies with investigations and prosecutions.

- developing and delivering public awareness and prevention programs.

- participating in such other activities, both proactive and reactive, that will enhance investigations and prosecutions of Internet crimes against children.

Goals, Objectives, and Deliverables

Applicants must explain how they will help state and local law enforcement agencies improve effectiveness and achieve sustainability in responding to online child victimization and child pornography. Specifically, applicants must explain how they will address the following goals and objectives:

- maintaining and expanding state and regional ICAC task forces to prevent, interdict, investigate, and prosecute Internet crimes against children and technology-facilitated child exploitation.

- improving task force effectiveness to prevent, interdict, investigate, and prosecute Internet crimes against children technology-facilitated child exploitation.

Applicants must further explain how they will address the following functions as stipulated in Section 104 of the PROTECT Act:

- working consistently toward achieving the purposes described in Section 103 of the PROTECT Act.

- engaging in proactive investigations, forensic examinations, and effective prosecutions of Internet crimes against children.

- providing forensic, preventive, and investigative assistance to parents, educators, prosecutors, law enforcement, and others concerned with Internet crimes against children.

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- developing multijurisdictional, multiagency partnerships and responses to Internet crimes against children offenses through ongoing informational, administrative, and technological support to other state and local law enforcement agencies so that they can acquire the knowledge, personnel, and specialized equipment to investigate and prosecute such offenses.

- participating in nationally-coordinated investigations that the Attorney General determines are necessary, as available resources permit.

- establishing, adopting, and complying with investigative and prosecution standards, consistent with established norms.

- investigating tips related to Internet crimes against children as appropriate, including tips from Operation Fairplay, the National Internet Crimes Against Children Data System (to be established in accordance with Section 105 of the PROTECT Act), the National Center for Missing and Exploited Children's CyberTipline, other ICAC task forces, and other federal, state, and local agencies. Task forces should give priority to investigative leads that hold out the possibility of identifying or rescuing child victims or leads that point to a serious offense or danger to the community.

- developing procedures for handling seized evidence.

- maintaining reports and records as the Attorney General requires.

- complying with national standards regarding the investigation and prosecution of Internet crimes against children, as the Attorney General sets them forth, to the extent they are consistent with the law of the state where the task force is located.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Amount and Length of Awards

OJJDP intends to fund as many as 61 awards under the OJJDP FY 2011 ICAC Task Force Continuation Program solicitation. Pursuant to Section 106 of the PROTECT Act, OJJDP will award continuation funding based on a formula that considers the factors set forth in Section 106(a)(2)(B)(ii)(I-VI). OJJDP will provide notice of funding eligibility and amount available to each agency eligible to apply. The project period for the award is April 1, 2011, to March 31, 2012.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

OJJDP will enter into a cooperative agreement with the successful applicants. In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.

- reviewing and approving major project-generated documents and materials used in the provision of project services.

- providing guidance in significant project planning meetings and participating in project-sponsored training events or conferences.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than $250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their applications. Unless applicants submit a waiver request and justification, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement: Match is not required for this program.

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, OJJDP will require applicants who receive funding under this solicitation to provide data that measures the results of their work. Applicants should discuss in their application their methods for collecting data for performance measures. Refer to "What an Application Should Include," page 10, for additional information. Performance measures for this solicitation are as follows:

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Objective	Performance Measure(s)	Data Grantee Provides
Maintain and expand state and regional ICAC task forces to prevent, interdict, investigate, and prosecute Internet crimes against children. Improve task force effectiveness in preventing, interdicting, investigating, and prosecuting Internet crimes against children.	Mandatory measures for grant recipients: Percentage increase in ICAC-related arrests. Percentage increase in staff dedicated to investigating and prosecuting Internet crimes against children.	Number of ICAC-related arrests. Number of investigators dedicated to investigating Internet crimes against children. Number of prosecutors dedicated to prosecuting Internet crimes against children. Number of education and forensic specialists dedicated to Internet crimes against children. Number of investigations initiated for Internet crimes against children. Number of prosecutions for Internet crimes against children.
	Percentage increase in computer forensic examinations that ICAC task forces complete.	Number of computer forensic examinations that ICAC task forces completed.
	Percentage increase in investigative technical assistance sessions that ICAC task forces provide to nonmember law enforcement agencies.	Number of investigative technical assistance sessions that ICAC task forces provide to nonmember law enforcement agencies.
	Number of law enforcement agencies that adhere to the ICAC program operational and investigative standards that the task force establishes.	Number of agencies that sign a memorandum certifying compliance with ICAC program standards.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for

performance measures. Refer to the section "What an Application Should Include," page 10, for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute research. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP's performance measure data reporting requirements likely do not constitute research. Research is subject to applicable DOJ human subjects protections. Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of OJP-funded programs, is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" [28 C.F.R. § 46.102(d)]. For additional information on determining whether a proposed activity would constitute research, see the decision tree on the "Research and the Protection of Human Subjects" section of the OJP Web site (www.ojp.usdoj.gov/funding/other_requirements.htm).

For more information about OJJDP performance measures, see http://www.ojjdp.ncjrs.gov/grantees/pm/index.html.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System, found at https://www.fsrs.gov. Additional guidance on reporting will be provided in the near future by OJP and/or the Office of Management and Budget (OMB).

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications should be submitted through GMS, a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants must register in GMS for each specific funding opportunity and should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they are using the system. Complete instructions on how to register and submit an application in GMS can be found at

www.ojp.usdoj.gov/gmscbt/. Applicants who experience technical difficulties during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight Eastern Time, except federal holidays. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required to submit an application in GMS. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire a GMS Username and Password**. A new user must select the "First Time User" link under the sign-in box of the GMS home page to create a GMS profile. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. **Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the CCR registration.

5. **Search for the Funding Opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Select OJJDP and the OJJDP FY 2011 ICAC Task Force Continuations Program.

6. **Select the "Apply Online" Button To Register.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the "Apply Online" button in the "Action" column to register for this solicitation and create an application in the system.

7. **Follow GMS Directions To Submit an Application.** Once submitted, GMS will display a confirmation screen stating the submission was successful. Note: In some instances, an applicant must wait for GMS approval before submitting an application. OJJDP urges applicants to submit the application at least 72 hours prior to the due date of the application.

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GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

GMS Technical Issues

Applicants who experience unforeseen GMS technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit the application. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of their submission efforts, the complete grant application, their DUNS number, and GMS Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the GMS Help Desk to validate the technical issues, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJP cannot validate the technical issues reported, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

OJP recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memorandums of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes in a single file.

Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at www07.grants.gov/assets/SF424Instructions.pdf.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., Internet-facilitated exploitation of children, etc.). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Project Abstract. Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words, and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) OJJDP does not require applicants to submit performance measures data with their applications. Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design/Implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Timeline. Applicants should submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 14. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

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Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

Applicants should provide for the travel of one individual to attend four meetings of ICAC task force commanders during the 12-month project period.

Pursuant to Section 106(c) of the PROTECT Act, grantees may use funds to support the following activities:

- hiring personnel, to include investigators, prosecutors, education specialists, and forensic specialists.

- establishing and supporting forensic laboratories used in Internet crimes against children investigations.

- supporting investigations and prosecutions of Internet crimes against children.

- conducting and assisting with education programs to help children and parents protect themselves from Internet predators.

- conducting and attending training sessions related to effective investigations and prosecutions of Internet crimes against children.

- funding any other activities directly related to preventing, investigating, or prosecuting Internet crimes against children.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included.

Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes

but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Indirect Cost Rate Agreement

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

Other Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- timeline or milestone chart (see "Timeline," page 12)

- résumés of all key personnel

- job descriptions outlining roles and responsibilities for all key positions

Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)

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- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)

- [Standard Assurances](#). (required to be submitted in GMS prior to the receipt of any award funds).

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active CCR Registration.

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Appendix: Application Checklist

OJJDP FY 2011 ICAC Task Force Continuations Program

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

_____ Applicants are limited to state and local law enforcement and prosecutorial agencies currently receiving funds under OJJDP FY 2010 Internet Crimes Against Children Task Force Continuation program and who have been invited to apply under this solicitation.

What an Application Should Include:

_____Application for Federal Assistance

_____Program Narrative
     _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
     _____Statement of the Problem
     _____Performance Measures Requirements
     _____Project Design and Implementation
     _____Capabilities/Competencies

_____Budget Detail Worksheet
_____Budget Narrative
_____Indirect Cost Rate Agreement (if applicable)

_____Additional Attachments
     _____timeline or milestone chart
     _____résumés of all key personnel
     _____job descriptions for all key positions.

_____ Other Standard Forms, Certifications, and Components, including:
     _____DUNS number
     _____CCR registration
     _____Certifications
     _____Disclosure of lobbying activities (if applicable)
     _____Accounting System and Financial Capability Questionnaire (if applicable)